

GENERAL DEFINITION OF WORK:

Performs intermediate technical work networking computer hardware and software and providing assistance to users of computer equipment; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Installing, configuring, upgrading and maintaining network hardware and software components; preparing and maintaining documentation.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Designs, recommends, implements and maintains network solutions.
- Installs, configures, upgrades, maintains and repairs network devices and software.
- Analyzes, identifies, troubleshoots and fixes network and server problems.
- Evaluates new network and server products and recommends upgrades.
- Provides system administration and support for user departments.
- Installs upgrades, patches/fixes, conversions and backs-up/restores data.
- Creates and maintains network and server documentation.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the operation, uses and capabilities of data processing equipment; general knowledge of systems analysis, programming and networking; general knowledge of the functions and operations of County departments; general knowledge of general office procedures, practices and equipment; ability to understand and carry out written and oral instructions; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Requires combination of education and experience equivalent to an Associate's degree in computer science or related field; **and** 2 years network experience in a complex information systems environment.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

